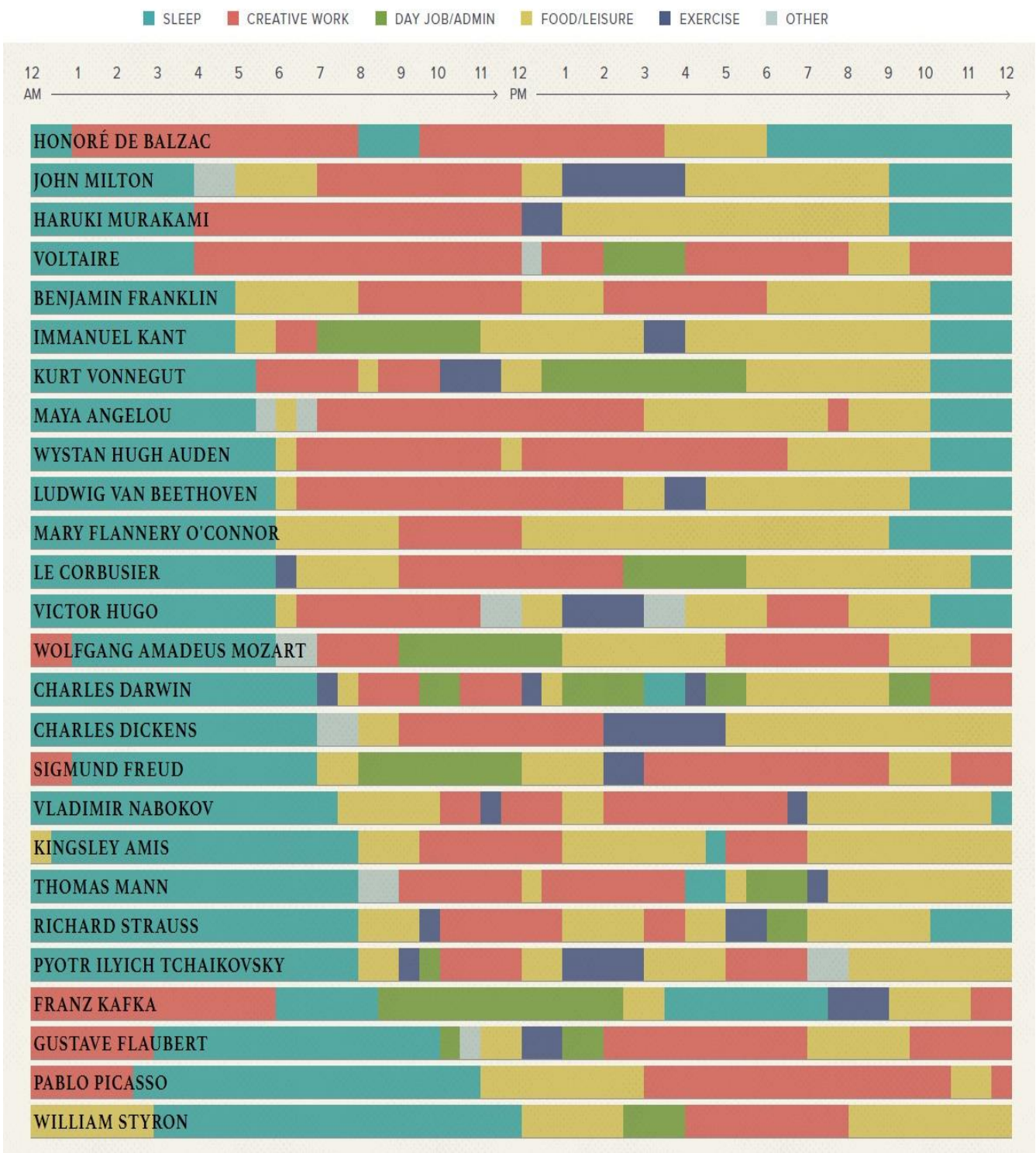
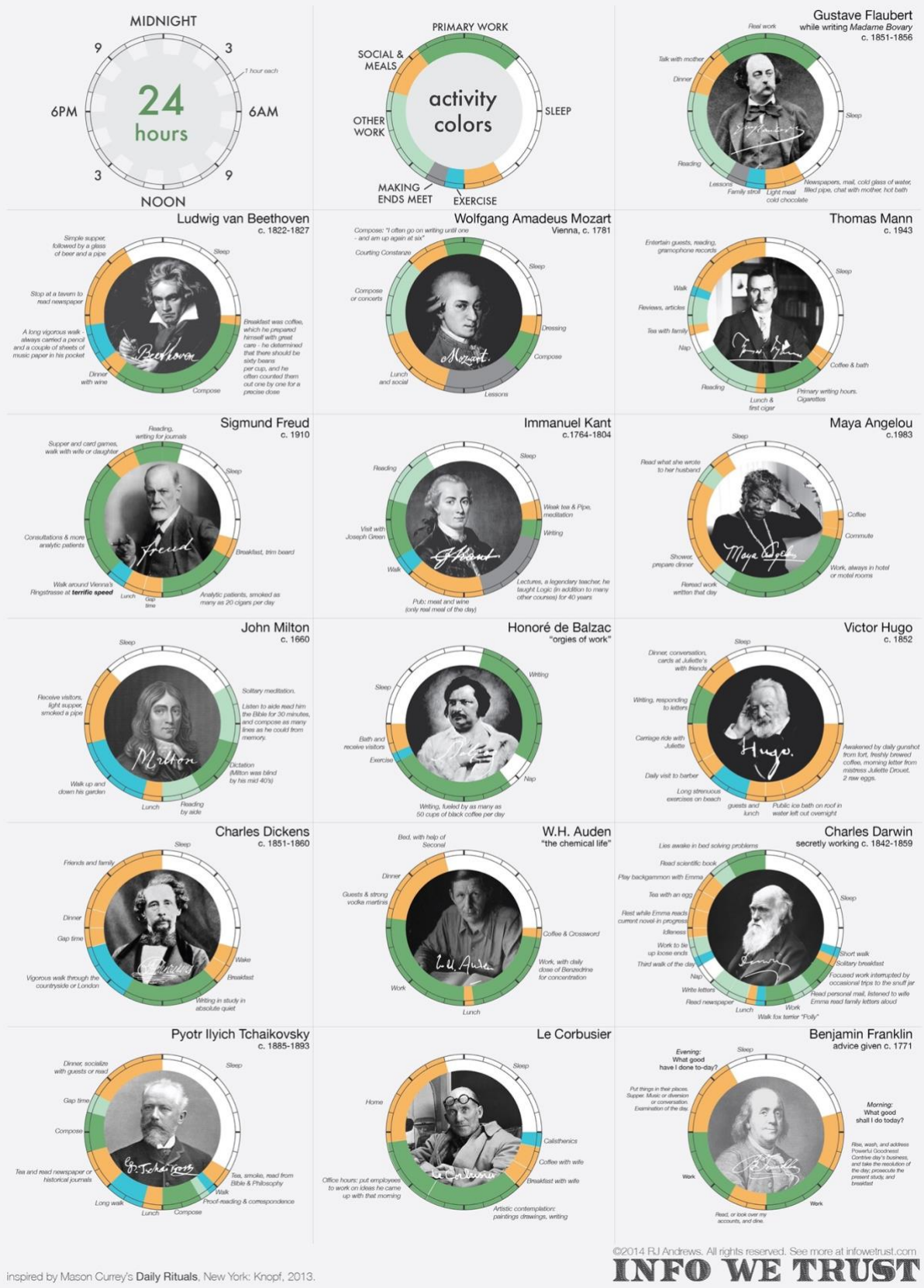


Daily Routine of Creative People



CREATIVE ROUTINES

"In the right hands, it can be a finely calibrated mechanism for taking advantage of limited resources... a solid routine fosters a well-worn groove for one's mental energies...." -Mason Currey, author of the inspiring book, *DAILY RITUALS*



Inspired by Mason Currey's *Daily Rituals*, New York: Knopf, 2013.

©2014 RJ Andrews. All rights reserved. See more at infowetrust.com
INFO WE TRUST

The morning question, What good shall I do this day?	5	Rise, wash, and address <i>Powerful Goodness</i> ; contrive day's business and take the resolution of the day; prosecute the present study; and breakfast.
	6	
	7	
	8	
	9	Work.
	10	
	11	
	12	Read or overlook my accounts, and dine.
	1	
	2	Work.
	3	
	4	
	5	
Evening question, What good have I done today?	6	Put things in their places, supper, music, or diversion, or conversation; examination of the day.
	7	
	8	
	9	
	10	Sleep.
	11	
	12	
	1	
	2	
	3	
	4	

ALWAYS Remember:

- In The Time Blocking organizer (**Time Blocks 15 minutes Intervals**), **Deep Work** is always based on **Goals For Tuesday**, **Eisenhower Matrix For Tuesday** and **Pareto Principle For Tuesday**.
- In the Time Blocking organizer (**Time Blocks 15 minutes Intervals**), **Support Work** is always based on **Eisenhower Matrix For Tuesday**.
- In the Time Blocking organizer (**Time Blocks 15 minutes Intervals**), **Shallow Work** is always based on *Calendar*, *Eisenhower Matrix* etc.
- **Allocate Time For Deep Work first before Shallow Work.**

<u>1-Hour Blocks or Longer- Deep Work</u>	<u>30-Minute Blocks- Shallow Work</u>	<u>15-Minute Blocks- Shallow work Microtask</u>
✓ Best for deep work, meetings, and focused tasks. ✗ Can feel too long for quick tasks or when energy drops. ◆ Ideal for: • Creative work (writing, coding, designing) • Deep work with minimal interruptions • Lengthy meetings or collaborative sessions • Learning something new	✓ Balanced approach—long enough to focus but short enough for variety. ✗ Might not be enough for deep work. ◆ Ideal for: • Shorter meetings and calls • Medium-complexity tasks • Quick planning sessions • Task batching (e.g., emails, admin work)	✓ Perfect for high-energy, fast-paced work. ✗ Can feel rushed if tasks need deep thinking. ◆ Ideal for: • Microtasks (emails, follow-ups, scheduling) • Sprint-style work • Breaking down large tasks • When your day requires constant context-switching
Hybrid Approach (Best of All) ✓ Morning = Deep Focus → Best for high-energy work ✓ Midday = Meetings/Admin → Less intense but productive ✓ Afternoon = Execution & Planning → Wrap up work efficiently ✓ Hybrid Block Sizes → 60-min for deep work, 30-min for meetings, 15-min for small tasks ✓ Breaks Included → Prevents burnout.		

Monday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
┆ Process Inboxes to Zero ┆ Capture Any Loose Tasks/ Ideas into Appropriate Section ┆ Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. ┆ Task Migrated ┆ Set calendar blocks for deep work and admin	┆ Desk and Workspace Reset ┆ Choose 1–3 Most Important Tasks (MITs) for tomorrow. ┆ Review Calendar for tomorrow ┆ Next Day Preview Done ┆ Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

┆ Have I reviewed my calendars (personal, professional, academic)? ┆ Have I reviewed deep vs. shallow work tasks? ┆ What 1-2 Deep Work Blocks will I protect? ┆ Have I blocked Internet and planned downtime habits? ┆ Have I identified today's Deep Work philosophy? ┆ What constraints (meetings, appointments) shape the day? ┆ Where can I batch admin (email, chat, errands) to contain context switching?	┆ Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? ┆ What are today's top 3 MITs? ┆ What is the single most important outcome for today? ┆ What can I eliminate, automate, or delegate? ┆ Have I reviewed distractions and how to minimize them? ┆ How can I simplify my schedule to maximize focus? ┆ Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2 3
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

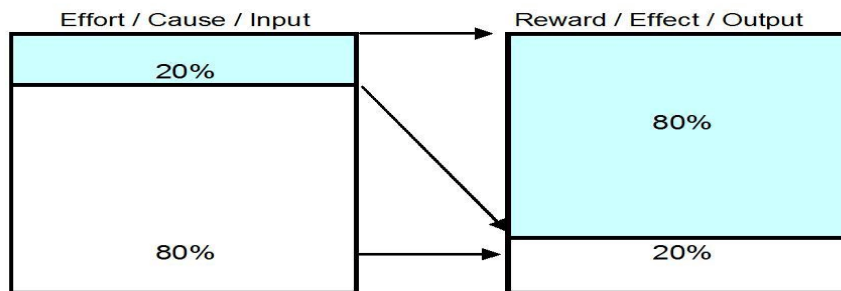
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best

Tuesday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
- Process Inboxes to Zero - Capture Any Loose Tasks/ Ideas into Appropriate Section - Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. - Task Migrated - Set calendar blocks for deep work and admin	- Desk and Workspace Reset - Choose 1–3 Most Important Tasks (MITs) for tomorrow. - Review Calendar for tomorrow - Next Day Preview Done - Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

- Have I reviewed my calendars (personal, professional, academic)? - Have I reviewed deep vs. shallow work tasks? - What 1-2 Deep Work Blocks will I protect? - Have I blocked Internet and planned downtime habits? - Have I identified today's Deep Work philosophy? - What constraints (meetings, appointments) shape the day? - Where can I batch admin (email, chat, errands) to contain context switching?	- Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? - What are today's top 3 MITs? - What is the single most important outcome for today? - What can I eliminate, automate, or delegate? - Have I reviewed distractions and how to minimize them? - How can I simplify my schedule to maximize focus? - Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2 3
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

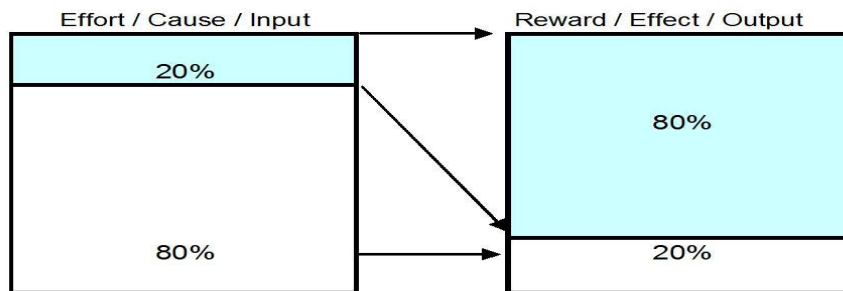
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best

Wednesday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
▮ Process Inboxes to Zero ▮ Capture Any Loose Tasks/ Ideas into Appropriate Section ▮ Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. ▮ Task Migrated ▮ Set calendar blocks for deep work and admin	▮ Desk and Workspace Reset ▮ Choose 1–3 Most Important Tasks (MITs) for tomorrow. ▮ Review Calendar for tomorrow ▮ Next Day Preview Done ▮ Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

▮ Have I reviewed my calendars (personal, professional, academic)? ▮ Have I reviewed deep vs. shallow work tasks? ▮ What 1-2 Deep Work Blocks will I protect? ▮ Have I blocked Internet and planned downtime habits? ▮ Have I identified today's Deep Work philosophy? ▮ What constraints (meetings, appointments) shape the day? ▮ Where can I batch admin (email, chat, errands) to contain context switching?	▮ Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? ▮ What are today's top 3 MITs? ▮ What is the single most important outcome for today? ▮ What can I eliminate, automate, or delegate? ▮ Have I reviewed distractions and how to minimize them? ▮ How can I simplify my schedule to maximize focus? ▮ Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2 3
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

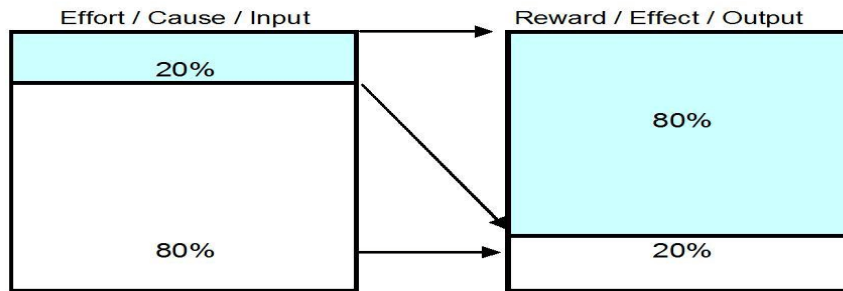
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best

Thursday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
- Process Inboxes to Zero - Capture Any Loose Tasks/ Ideas into Appropriate Section - Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. - Task Migrated - Set calendar blocks for deep work and admin	- Desk and Workspace Reset - Choose 1–3 Most Important Tasks (MITs) for tomorrow. - Review Calendar for tomorrow - Next Day Preview Done - Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

- Have I reviewed my calendars (personal, professional, academic)? - Have I reviewed deep vs. shallow work tasks? - What 1-2 Deep Work Blocks will I protect? - Have I blocked Internet and planned downtime habits? - Have I identified today's Deep Work philosophy? - What constraints (meetings, appointments) shape the day? - Where can I batch admin (email, chat, errands) to contain context switching?	- Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? - What are today's top 3 MITs? - What is the single most important outcome for today? - What can I eliminate, automate, or delegate? - Have I reviewed distractions and how to minimize them? - How can I simplify my schedule to maximize focus? - Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2. 3.
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

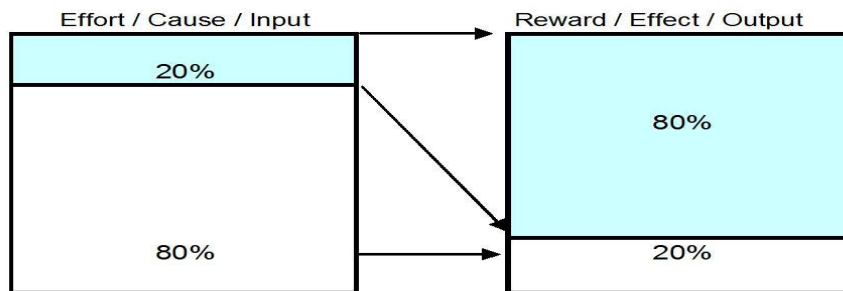
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best

Friday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
┆ Process Inboxes to Zero ┆ Capture Any Loose Tasks/ Ideas into Appropriate Section ┆ Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. ┆ Task Migrated ┆ Set calendar blocks for deep work and admin	┆ Desk and Workspace Reset ┆ Choose 1–3 Most Important Tasks (MITs) for tomorrow. ┆ Review Calendar for tomorrow ┆ Next Day Preview Done ┆ Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

┆ Have I reviewed my calendars (personal, professional, academic)? ┆ Have I reviewed deep vs. shallow work tasks? ┆ What 1-2 Deep Work Blocks will I protect? ┆ Have I blocked Internet and planned downtime habits? ┆ Have I identified today's Deep Work philosophy? ┆ What constraints (meetings, appointments) shape the day? ┆ Where can I batch admin (email, chat, errands) to contain context switching?	┆ Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? ┆ What are today's top 3 MITs? ┆ What is the single most important outcome for today? ┆ What can I eliminate, automate, or delegate? ┆ Have I reviewed distractions and how to minimize them? ┆ How can I simplify my schedule to maximize focus? ┆ Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2 3
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

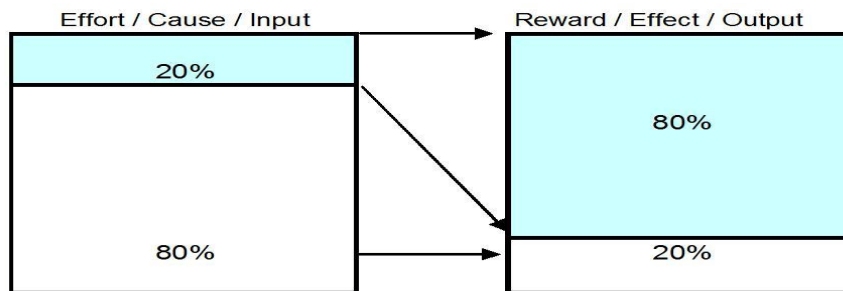
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best

Saturday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
┆ Process Inboxes to Zero ┆ Capture Any Loose Tasks/ Ideas into Appropriate Section ┆ Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. ┆ Task Migrated ┆ Set calendar blocks for deep work and admin	┆ Desk and Workspace Reset ┆ Choose 1–3 Most Important Tasks (MITs) for tomorrow. ┆ Review Calendar for tomorrow ┆ Next Day Preview Done ┆ Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

┆ Have I reviewed my calendars (personal, professional, academic)? ┆ Have I reviewed deep vs. shallow work tasks? ┆ What 1-2 Deep Work Blocks will I protect? ┆ Have I blocked Internet and planned downtime habits? ┆ Have I identified today's Deep Work philosophy? ┆ What constraints (meetings, appointments) shape the day? ┆ Where can I batch admin (email, chat, errands) to contain context switching?	┆ Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? ┆ What are today's top 3 MITs? ┆ What is the single most important outcome for today? ┆ What can I eliminate, automate, or delegate? ┆ Have I reviewed distractions and how to minimize them? ┆ How can I simplify my schedule to maximize focus? ┆ Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2 3
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

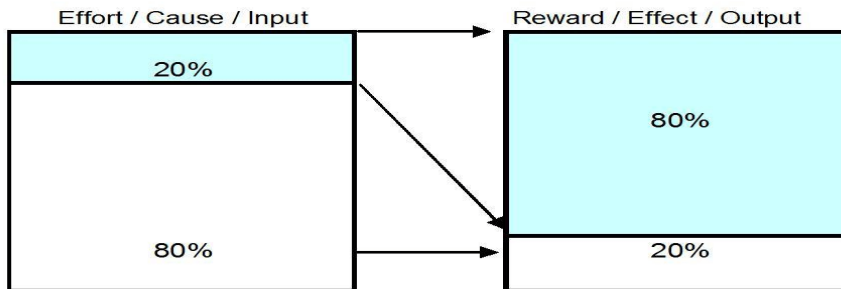
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best

Sunday

Date:	<u>Deep Work Philosophy:</u>
-------	------------------------------

Meals and Wellness

Meal	Time	Menu/Note/Details
Breakfast		
Lunch		
Dinner		
Snack		
Hydration or Water intake (L-Liters):		
Intermittent Fasting Start:		
Sleep Hours:		

1. Shutdown Complete ☐

Shut down ritual <i>Shut down your consideration of work issues until the next morning. Ensure that there's nothing requiring an urgent response before the day ends.</i>	
┆ Process Inboxes to Zero ┆ Capture Any Loose Tasks/ Ideas into Appropriate Section ┆ Move unfinished tasks to 'Unfinished Tasks' and reschedule into blocks. ┆ Task Migrated ┆ Set calendar blocks for deep work and admin	┆ Desk and Workspace Reset ┆ Choose 1–3 Most Important Tasks (MITs) for tomorrow. ┆ Review Calendar for tomorrow ┆ Next Day Preview Done ┆ Say Shutdown Phrase: Shutdown complete, my mind is at rest'

2. Questions to Ask While Planning

┆ Have I reviewed my calendars (personal, professional, academic)? ┆ Have I reviewed deep vs. shallow work tasks? ┆ What 1-2 Deep Work Blocks will I protect? ┆ Have I blocked Internet and planned downtime habits? ┆ Have I identified today's Deep Work philosophy? ┆ What constraints (meetings, appointments) shape the day? ┆ Where can I batch admin (email, chat, errands) to contain context switching?	┆ Have I reviewed my Weekly Value Plan and High-Impact Objectives (HIOs)? ┆ What are today's top 3 MITs? ┆ What is the single most important outcome for today? ┆ What can I eliminate, automate, or delegate? ┆ Have I reviewed distractions and how to minimize them? ┆ How can I simplify my schedule to maximize focus? ┆ Who do I need to collaborate with today?
--	--

3. Morning Reflection

Morning Question: What Good (Virtue/s) Shall I Do This Day?	Write 3 Things I am Grateful for. 1. 2 3
What situations might test me, and how should I respond?	How can I embrace adversity with resilience?
Am I focusing on what is within my control?	
Quote of the day:	

4. Habit Tracker

Habit	Done	Reason if Not Done
Habit 1-	☐	
Habit 2-	☐	
Habit 3-	☐	
Habit 4-	☐	
Habit 5-	☐	

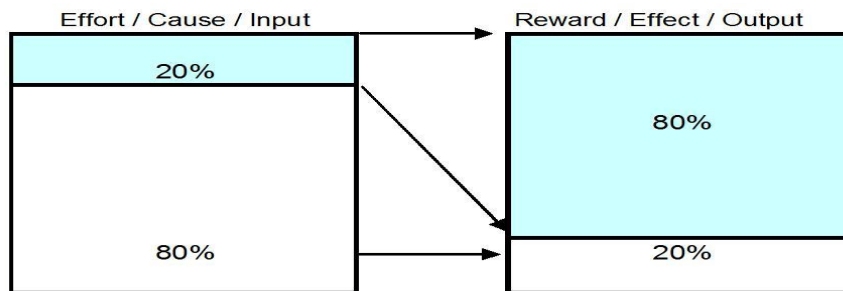
5. Eisenhower Matrix, 3 Most Important Task and Pareto Analysis

Eisenhower Matrix

<u>QUADRANT 1 - DO IT NOW</u> <u>Urgent & Important</u> Tasks With Deadlines or Consequences. Do These Things Today: 1. 2 3 4 5	<u>QUADRANT 2 SCHEDULE IT</u> <u>Not Urgent & Important</u> Tasks With Unclear Deadlines That Contribute to Long-term Success. Schedule A Time To Do These Things: 1. 2 3 4 5
<u>QUADRANT 3- Delegate OR AUTOMATE IT</u> <u>Urgent & Not Important</u> Tasks That Must Get Done but Don't Require Your Specific Skill Set. Who Can Do These Things For You: 1. 2 3 4 5	<u>QUADRANT 4 DELETE OR POSTEPONE IT</u> <u>Not Urgent & Not Important</u> Distractions And Unnecessary Tasks. Do Not Do These Things: 1. 2 3 4 5

Top 3 Most Important Tasks + Pareto Analysis

The Pareto Principle, also known as the 80/20 rule, states that 80% of your Reward or Results or Output come from 20% of your Efforts or Cause or Input. This can be applied to prioritization by focusing on the tasks that will give you the most significant returns.



Tasks/ Project/ Area	Whys it Matters	20% Action →	80% Results/ Success Expected Outcome or Reasons
Task 1-			
Task 2			
Task 3			

6. Tasks

Task	Priority / Q	Est. Duration	Scheduled Block

7. Ideas

Idea	Why it matters	Next Step

8. Unfinished Tasks (Migrate & Reschedule)

Task	Reason Unfinished	Next Action	New Block

Shallow Work (Batched)

- ☐ Emails
- ☐ Meetings/Calls
- ☐ Admin and General To Do

9. Appointments, Order, Meetings, and Calls

Title	Start	End	Location / Link	Prep Notes

10. Emails (Batch Processing)

Email Thread / Topic	Action (Reply/Defer/Archive)	When

11. Administration and General To-Do List

To-Do	Priority	Due / Block

12. Shallow Works I can Avoid (Circle)

Shallow Work Task	What To Do
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource
	1.Eliminate 2.Delegate 3.Outsource

Downtime & Internet Block Planner

☐ Downtime/ Recharge

☐ Internet Block Time

13. Downtime / Recharge

Activity	Duration (Min)	Quality (1–10)	Notes / Reflection
Activity 1			
Activity 2			
Activity 3			
Activity 4			

14. Internet Block Time

Start / End Time	Allowed Apps / Sites	Purpose	Reflection (did you stick to it?)

Minimize the Distraction Planner

Identify Common Distractions

- ☐ Phone / Social Media
- ☐ Email / Messages
- ☐ Web Browsing
- ☐ Colleagues / Family Interruptions
- ☐ Noise / Environment
- ☐ Internal (fatigue, stress, overthinking)

15. Prevention Strategies

Distraction	Minimization Strategy	Tools / Aids	Backup Plan
Phone / Social Media			
Email / Messages			
Web Browsing			
Colleagues / Family Interruptions			
Noise / Environment			
Internal (fatigue, stress, overthinking)			

16. Distraction Log

Time (Hour and minute)	Distraction Type	Trigger / Cause	Duration	How I Returned to Focus	Prevent Next Time

17. Deep Work and Deep Study

Deep Work Session 1

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 2

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 3

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 4

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

Deep Work Session 5

Time (Start / Break / Resume / End)	Start: Break: Resume: End:	Rules of Deep Work	Phone away Notifications off Single task At Time Timebox Breaks 10 min Offline Resources Use Rules of Reading Food and Drinks
Session Goal			
Objective / Outcome			
Scope (what's in / out)	What's In → the specific things you <i>will</i> focus on in this block.	What's Out → the things you explicitly decide NOT to touch , even if they're related	
Rules of Reading. (Page) / Focus (e.g., skim strategy, note style, citations).			
Environment (where):			
Metrics (pages, problems, lines of code, etc.)			
Blockers / Risks- Obstacles that prevent from starting or making progress			
Distraction Logged			
Progress Log: Pages, Words, Problems	<u>Planned</u>	<u>Achieved</u>	
Reflection of the Session	<u>Achievement</u>	<u>Improvement</u>	

18. Time-Blocking

Morning Routine

Time Block 05:00 – 12:00

Time	Block 1	Block 2	Block 3	Notes	✓
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					

Afternoon Routine

Time Block 12:00 – 17:00

Time	Block 1	Block 2	Block 3	Notes	✓
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					

Evening Routine

Time Block 17:00 – 22:00

Time	Block 1	Block 2	Block 3	Notes	✓
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					

Night Routine

Time Block 22:00 – 05:00

Time	Block 1	Block 2	Block 3	Notes	✓
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					

19. Evening Reflection

Evening Question: What Good (Virtue) Have I done Today?	Did I spend more time in Deep Work, Shallow Work. Throughout Today? If not, what are the reasons I did not?
What did I do well or fall short today Regarding Performance metrics? Explain	What Mistakes if any Did, I make today?
Am I practicing self-discipline and moderation?	How can I maintain inner calm in difficult situations?
Are my actions aligned with my values?	What lessons can I take into tomorrow? How can I Apply this tomorrow?
Am I making progress toward my goals?	What improvements need to be made for Tomorrow?
Did Time Blocks match reality? What will I Adjust?	Biggest Distraction Today? How I handled it
What triggered most distractions?	Tools/ strategies that worked best